

# Classified Employment Application



HELENA SCHOOL DISTRICT NO. 1  
Personnel Office • May Butler Center  
55 South Rodney • Helena, Montana 59604  
1-406-447-8575

## Office Use Only

Reviewed By

Date

_____	_____
_____	_____
_____	_____
_____	_____

(Last Name)

(First Name)

(Middle Name)

Present Address: \_\_\_\_\_

Street

City

State/Zip

Phone

Permanent Address: \_\_\_\_\_

Street

City

State/Zip

Phone

Closing date for a specific position currently advertised (if applicable) \_\_\_\_\_

Position / Closing Date

Date this application was submitted by you to the Personnel Office: \_\_\_\_\_

## Check List

### Position(s) Applying For:

- |  |  |
|--|--|
| <input type="checkbox"/> Bus Driver            | <input type="checkbox"/> Secretary                   |
| <input type="checkbox"/> School Age Child Care | <input type="checkbox"/> Special Ed Paraprofessional |
| <input type="checkbox"/> Maintenance           | <input type="checkbox"/> Bus Paraprofessional        |
| <input type="checkbox"/> Paraprofessional      |  |
| <input type="checkbox"/> Other (specify) _____ |  |

### Special Abilities (please specify):

☐ Computer (please specify models and programs used)

\_\_\_\_\_  
\_\_\_\_\_

☐ Typing (WPM \_\_\_\_/\_\_\_\_errors) \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_

\_\_\_\_\_

Are you interested in Part Time? If yes, AM or PM (please circle one)

## **BEFORE A CANDIDATE CAN BE CONSIDERED FOR EMPLOYMENT, THE FOLLOWING REQUIREMENTS MUST BE MET BY THE APPLICATION DEADLINE:**

1. A letter of application expressing your interest in a specific vacancy that is advertised.
2. A properly completed and signed Helena School District No. 1 Classified Application Form.
3. Resume with work-related references.

## **Candidates who apply for more than one District vacancy must submit additional photocopied sets of application materials for each position.**

- Unsolicited contact with District employees involved in the hiring processes other than the Personnel Office may disqualify a candidate from consideration for employment.
- Finalist candidates will be contacted by the Personnel Office to schedule interviews.
- All application materials submitted by candidates become the property of Helena School District No. 1.

Have you ever worked or applied for work under any other name? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what other name(s)? \_\_\_\_\_

Have you ever worked for us before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

*If applying for a maintenance position, complete the following question.*

Do you have a Boiler License? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, class \_\_\_\_\_ Expiration Date \_\_\_\_\_

(If yes, please include a copy of your Boiler License.)

*Complete the following four questions if you are applying for a position that requires use of a district motor vehicle.*

Do you have a current Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, license number \_\_\_\_\_

Do you have a current Commercial Operators License? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, Type \_\_\_\_\_ Number \_\_\_\_\_

Have you ever been convicted of a DUI? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever had a driver's license revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain \_\_\_\_\_

Yes	No	Please Check (✓)
		Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion or any crime which involves drugs?
		Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail or coercion?
		Have you ever had a certificate or license revoked or suspended?
		Are any criminal charges or proceedings pending against you?
		Have you ever been involuntarily terminated from any job or asked to resign from any job for reasons relating to your behavior or job performance?
If you checked yes to any of the above inquiries, describe in full on a separate sheet and attach that explanation to this application. (Answering yes to any of the above inquiries is not an automatic bar to employment. All circumstances will be considered.)		

## Education and Training

Circle highest year of education completed: 7 8 9 10 11 12 13 14 15 16 BA MA Ph.D.

List high school, junior college, college, technical/trade, military, or business schools below:

Institution Name	Location		Diploma/Degree	Major Field
	City	State		

## Employment Experience (list most recent employer first)

**1**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

*(Street)**(City)**(State)**(Zip)*

Telephone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**2**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

*(Street)**(City)**(State)**(Zip)*

Telephone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**3**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

*(Street)**(City)**(State)**(Zip)*

Telephone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**4**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

*(Street)**(City)**(State)**(Zip)*

Telephone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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## EMPLOYMENT CONDITIONS

- Pursuant to ARM 16.28.1055, each District employee must provide verification that the employee has had a tuberculosis (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is the policy of the Personnel Office to require verification of a TB test from any candidate chosen for employment prior to placing that person's name in front of the Board of Trustees for approval.
- Helena School District No. 1 has a Drug Free and a Tobacco Free Policy enforced in all District buildings.
- Certain Classes of employees employed by Helena School District No. 1 are represented by labor organizations. Should a candidate be selected for employment by the Board of Trustees, according to the Agreement between the Board of Trustees and the labor organization, please take notice that as a condition of employment, you may be obligated to pay a representation fee to the labor organization, regardless of whether you elect to become a member of the labor organization.

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## EQUAL OPPORTUNITY

All applicable state and federal statutes apply to Helena School District No. 1 practices and procedures. Helena School District No. 1 is an equal opportunity institution. It is the policy and intent of this District not to discriminate in its educational programs and activities or in employment on the basis of race, color, sex, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status or any other unlawful basis.

## VETERAN EMPLOYMENT PREFERENCE

The Veterans' Public Employment Preference Act, Montana Code Annotated §39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Documentation (DD214) must be provided for Veterans Preference and must be submitted prior to the closing date for applications.

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## REFERENCES/PREVIOUS EXPERIENCE

I authorize investigation of all statements and matters contained in this application or which the Board of Trustees of Helena School District No. 1 and/or their agents may deem relevant to my employment, and I authorize all my previous employers or persons having information concerning me or my record to report such information to Helena School District No. 1. I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

I understand that misrepresentation or omission of information requested is cause for dismissal, and I affirm that the information provided in this application is complete and accurate.

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Date

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Signature of Applicant

*Your completed application folder will be placed on active status in the Personnel Office for one year from the date of your application and will be considered each time you write to express your interest in an announced vacancy. After one year, an applicant not offered employment should contact this office to renew application if employment is still desired.*